



# Information Memorandum

Oregon Department of Human Services

**Originating Cluster:**

**Seniors and People with Disabilities**

**Authorized by:** Catherine A. Cooper, Deputy  
Assistant Director  
*Signature*

**IM Number: SPD-IM-03-100**

**Date:** October 20, 2003

**Subject:** Homecare Workers Paid Leave Systems Support

**Applies to (check all that apply):**

- |  |   |
|--|---|
| <input type="checkbox"/> All DHS employees             | <input type="checkbox"/> County DD Program Managers     |
| X Area Agencies on Aging                               | <input type="checkbox"/> County Mental Health Directors |
| X Children Adults and Families                         | <input type="checkbox"/> Health Services                |
| X Community Human Services                             | X Seniors and People with Disabilities                  |
| <input type="checkbox"/> Other (please specify): _____ |   |

**Message:** Under the collective bargaining agreement between the Homecare Commission and SEIU, hourly homecare workers covered under the agreement are entitled to paid leave if they meet certain criteria. The attached User Guide describes systems modifications that were made to support this provision.

*If you have any questions about this information, contact:*

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# **Homecare Workers Paid Leave**

## **User guide**

### Overview

Under the Collective Bargaining Agreement between the Homecare Commission and SEIU, hourly homecare workers are eligible to accrue 8 hours of paid leave time under certain conditions. SPD information systems have been modified to track leave accrual and use, and to authorize payment for leave time.

Rules regarding leave time accrual and usage have been published in the In-Home Services Program Oregon Administrative Rules. OAR 411-030-0060(9)(d) reads:

Hourly Homecare Workers: Effective July of each year, active Homecare Workers who worked eighty (80) authorized and paid hours in any one (1) of the three (3) previous months of active employment will be credited with eight (8) hours of paid leave to use during the current fiscal year (July 1 through June 30). Such time off must be utilized in one (1) eight (8)-hour block subject to authorization. If the Homecare Worker's normal workday is less than eight (8) hours, such time off may be utilized in blocks equivalent to the normal workday. Any remaining hours that are less than the normally scheduled workday may be taken as a single block. If the accrued hours are not used within the fiscal year, the balance will be reduced to zero (0). Homecare Workers will not be compensated for paid leave unless the time off work is actually taken.

### Procedure

If a provider wants to use part of their leave, create a separate voucher for the time off. The time off must be on a separate voucher from service hours (OC111, OP333, etc...). The time frame for leave can overlap with the service period. The amount of time authorized can be part or all of the accrued time. Unlike respite leave, these vouchers do not require a link to another paid provider. The leave can be used regardless of whether the person filling in is a paid provider or an unpaid informal support person. The leave accrued and used is tracked automatically.

### Systems Support

*Leave Table:* The number of accrued leave hours and the number of leave hours used by each provider will be recorded on the system. This information is stored

in what is called a “table”. The table is essentially a running tally of hours accrued and hours used.

The procedure code TU111 has been created to represent hourly homecare worker leave hours. An inquiry screen was created (SHLQ) that allows staff to see if a homecare worker has accrued leave for a particular fiscal year. This screen will also display information on leave hours used and leave hours remaining for the fiscal year. This screen may be accessed by typing SHLQ,provider number. This screen may also be accessed through the SVDM – Voluntary Deductions Menu.

SHLQ 699999		Home Care Worker Leave Inquiry					10/17/2003 13:55:36	
Prov Name: WORKER, HOMECARE								
	Proc	Lve Beg	Lve End	Lve Earn	Lve Use	Lve Rem	Updated	Updated
Sel	CODE	Date	Date	Hours	Hours	Hours	Date	RACF
	TU111	07/01/2003	06/30/2004	8.00	6.00	2.00	10/13/03	HSPAR01
Msg								
F3=EXIT				F10=SHLU F12=SVDM				

A limited number of authorized Central Office users have the ability to make changes to the leave tables. These users have access to a second screen (SHLU), which may be used to correct leave table errors that cannot otherwise be corrected through normal processing. Adjustments on paid vouchers should be handled using the existing adjustment process. Leave hours will be amended, as appropriate, when adjustments are submitted on TU111 vouchers.

*Conversion:* Homecare workers who meet the accrual criteria for the current fiscal year have been added to the table as part of a systems conversion. Paid hours for each of the months of April, May, and June were tallied to determine if the provider met the necessary criteria to accrue leave for the current fiscal year. The conversion added eligible homecare workers to the table with 8 hours of accrued leave.

Leave accrual is based on paid hours. Since providers may submit vouchers for the months of April, May, or June late, the system will automatically check each week to see if a provider met the accrual criteria for the current fiscal year. Providers who meet the accrual criteria will be automatically added to the leave

tables. Once leave has been awarded, it will not be removed, even if later adjustments cause a provider to be ineligible for leave hours.

*Authorizing Paid Leave Hours using HATH or OATH:* Homecare workers with available leave hours on the table may be authorized to take paid leave. The authorization is handled through the HATH and OATH screens. Local office staff may issue a voucher for the amount of paid leave time authorized, using procedure code TU111. Staff may only create a TU111 authorization if the leave table indicates that the homecare worker has sufficient available leave to cover the authorized hours.

When a TU111 voucher is created, the leave table is updated. The number of available leave hours is reduced by the number of hours authorized on the TU111 voucher. If an unpaid TU111 voucher is voided, the number of available leave hours is increased by the number of hours authorized on the voided voucher. Hours will also be returned if a provider bills for fewer hours than authorized.